



USAID | MOZAMBIQUE

FROM THE AMERICAN PEOPLE

SOLICITATION NO.: 656-09-004
ISSUANCE DATE: February 10, 2009
CLOSING DATE: March 9, 2009

Gentlemen/Ladies:

SUBJECT: Solicitation for US Personal Services Contractor U.S./Third Country Nationals Personnel Service Contractor (US/TCNPSC) Program Specialist for the HIV/AIDS Team at USAID in Maputo, Mozambique

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. citizens or TCNs (Third Country Nationals) interested in providing Personal Services Contract (PSC) services described in the attached solicitation.

Submissions shall be in accordance with the attached information at the place and time specified. The position will be filled once funds become available. Submissions must include:

- 1) Completed and hand-signed federal form SF-171 or OF-612
- 2) Written statement that responds to the requirements of the position (Education/ Experience required for the position)

Applicants that are incomplete or are received without a handwritten signature will not be considered for the position.

Any questions on this solicitation may be directed in writing to Tom Ray, Executive Officer, USAID/Maputo, JAT Complex, Rua 1231, #41, Bairro Central "C" Maputo, Mozambique, who may be reached at FAX No. (258) 21 352130, or E-Mail address mz_recruiter917@usaid.gov.

Interested candidates should send the above via the fax, email, international mail, international courier or Department of State official mail to the attention of the Executive Officer, Tom Ray, at the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Please note that attachments to e-mail applications in zip format can not be received to this mailbox. Please make sure that you do not send any attachments in zip format. If the application is submitted by email or fax a hard copy must be submitted by mail. :

If sent by international mail:
USAID/Maputo
P.O. Box 783
Maputo, Mozambique
Attention: Tom Ray,
Executive Officer

If sent via courier to:
USAID/Maputo
JAT Complex, 3rd Floor
Rua 1231, No. 41
Bairro Central "C"
Attention: Tom Ray,
Executive Officer

If sent from the U.S.*:
USAID/Maputo
Department of State
2330 Maputo Place
U.S. Department of State
Washington, D.C 20521
Attention: Tom Ray,
Executive Officer

U.S. Agency for International Development
JAT Complex
Rua 1231, n.º 41
P.O. Box 783
Maputo, Mozambique

Tel: (258) 21 35 20 00
Fax (258) 21 35 21 00
www.usaid.gov/mz

U.S.A. Postal Address
2330 Maputo Place
U.S. Department of State
Washington, D.C. 20521-2330

Applicants are advised to retain a copy of all enclosures which accompany their applications for their records.

Late applications shall not be accepted, unless mishandling occurs after receipt at USAID/Maputo.
The submission deadline is **1700hrs Maputo time, March 9, 2009.**

Applicants who do not meet the minimum qualifications shall not be considered.

*Please note that delivery times for the Department of State official pouch can vary, allow at least two weeks.
USAID/Mozambique can not be responsible for any delays in delivery through the official pouch.

NOTE: Recent changes in Mozambican Labor Law potentially make TCN employment in Mozambique more difficult generally and the TCN employment process relatively more complex and time-consuming. USAID will attempt to secure a Permit for Employment for a successful TCN candidate within thirty (30) days of acceptance of the offer of employment. If unable to do so, USAID, given its urgent staffing requirements in Mozambique, will have the unilateral option to either extend the period of time for securing said Permit or immediately end the contract or contract negotiations with the successful candidate without further cause and consider another candidate for the position.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: In selecting personnel there will be no discrimination based on race, color, religion, sex, national origin, politics, marital status, physical handicap, HIV/AIDS status, age, or membership or non- membership in an employee organization.

Sincerely,

Tom Ray
Executive Officer

Attachment: Solicitation N0. SOL 656-09-004

**ATTACHMENT
TO
SOLICITATION NO. 656-09-004**

1. **Solicitation number:** 656-09-004
2. **Issuance date:** February 10, 2009
3. **Closing date/time specified for receipt of applications at USAID/Maputo, Mozambique:** March 9, 2009 at 1700hrs Maputo time
4. **Position title:** Program Specialist for HIV/AIDS Team
5. **Market value:** Annual salary ranging from \$83,445.00 to \$108,483.00 (equivalent to GS 14 level). Final compensation will be based on the individual's salary history, work experience and educational background. Salaries are not negotiable beyond these ranges
6. **Period of performance:** The PSC Contract will be for two years with an option to renew, depending on the continuing need of the position and availability of funds
7. **Place of performance:** Maputo, Mozambique
8. **Position Title/Grade of Direct Supervisor:** HIV/AIDS Team Leader, USAID/Mozambique, FS1
9. **MEDICAL AND SECURITY ACCESS:** The contractor shall obtain necessary medical clearance (as defined by the Department of State Medical Unit and must be able to receive USG Secret Level for US Citizens, clearance for facility access for Third Country Nationals
10. **AREA OF CONSIDERATION:** US Citizens and Third Country Nationals ("TCNs") (non-US and non-Mozambican citizens). NOTE: Recent changes in Mozambican Labor Law potentially make TCN employment in Mozambique more difficult generally and the TCN employment process relatively more complex and time-consuming. USAID will attempt to secure a Permit for Employment for a successful TCN candidate within thirty (30) days of acceptance of the offer of employment. If unable to do so, USAID, given its urgent staffing requirements in Mozambique, will have the unilateral option to either extend the period of time for securing said Permit or immediately end the contract [or contract negotiations] with the successful candidate without further cause and consider another candidate for the position

11. Job Description

Introduction

The Program Specialist for the HIV/AIDS Team plays a key management role in the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) program. The size and rapid expansion of PEPFAR, combined with the complexity of PEPFAR guidance, planning, budgeting and reporting have made a dedicated program officer's specialist support essential to the success of PEPFAR. This position enables

USAID/Mozambique to coordinates all phases of strategy development, implementation, and budget planning of the HIV/AIDS portfolio under PEPFAR. This coordination function extends to other USG Emergency Plan agencies in Mozambique, as described below.

The Program Specialist contributes essential programmatic expertise and guidance related to both USAID and PEPFAR planning, reporting, management of funds, documentation, and tracking program performance. The responsibilities of the Program Specialist will increase in complexity PEPFAR programs in Mozambique expand and transition to a sustainable development phase.

Duties include collaboration with other U.S. Government Agencies involved in PEPFAR (the State Department Office of the Global AIDS Coordinator (OGAC), Department of Health and Human Services (DHHS), U.S. Centers for Disease Control and Prevention (CDC), Department of Defense (DOD), and Peace Corps), as well as counterparts in Mozambican government ministries and agencies, a wide-range of civil society and private organizations, other donor and international organizations working on programs and systems related to PEPFAR. Under the direction of the USAID/Mozambique HIV/AIDS Team Leader, the Program Specialist exercises the maximum degree of independent judgment in planning and carrying out tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. The incumbent must possess experience relevant to planning and management of major development initiatives such as PEPFAR and a sound understanding of the social, economic and cultural determinants complexity of development assistance.

Background

Mozambique is one of 15 focus countries under the President's Emergency Plan for AIDS Relief, a unified USG initiative that from 2004 to 2013 will bring significant resources to bear in turning the tide against the global HIV/AIDS pandemic. The Emergency Plan is the largest international development initiative ever undertaken against a disease by any country. In Mozambique, PEPFAR aims to prevent 500,000 new HIV infections, care for 550,000 Mozambicans already infected and affected by HIV/AIDS, and provide quality anti-retroviral treatment (ART) to 110,000 people. PEPFAR funding for FY 2008 totaled nearly \$230 million, and an equivalent amount is planned for FY 2009. USAID/Mozambique directly manages approximately 60% of PEPFAR funding in Mozambique and participates in planning and management of the entire interagency program.

USAID/Mozambique's HIV/AIDS program is one of the central pieces of the integrated multi- agency USG program developed to achieve PEPFAR's ambitious objectives. The U.S. Ambassador leads strategic planning and decision-making for PEPFAR in Mozambique and this is implemented through an inter-agency PEPFAR coordinator. In 2003, the Ambassador established the Interagency Emergency Plan Working Group with active participation of all USG agencies (State, USAID, CDC, DOD, and Peace Corps) involved in PEPFAR implementation at both technical and policy levels. Planning under PEPFAR has strengthened interagency collaboration and led to new and productive roles and relationships as well as higher-profile advocacy and participation by the U.S. Mission in the area of HIV/AIDS.

PEPFAR requires an emergency response on the part of all USG agencies involved. The ambitious global and country-specific targets have been translated into specific indicators that are tracked and reported on a semi-annual basis as well as monitored more frequently. Annual budgets reflect program performance. Each year, all funds must be planned, obligated, committed and expended, and results achieved, within a tight timeframe. USAID/Mozambique and its NGO partners are under great pressure to respond in the most efficient and effective manner. The process must be transparent and accountable. The Program Specialist ensures accountability of activities through funds and results documentation, tracking, monitoring and reporting and must respond in a timely manner to requests from the Office of the Global AIDS Coordinator.

The USG program for HIV/AIDS works closely with the Government of Mozambique (GOM) at all levels (central, provincial, and in targeted areas at local level) to address the policy, advocacy, financial, and technical challenges which constrain Mozambique's ability to halt the HIV epidemic. A wide array of policy and program contacts is maintained by the Ambassador and U.S. Agencies at post. Close collaboration is a

feature of the significant financial and technical support provided by USG to Mozambican government agencies with mandated HIV/AIDS roles and responsibilities. Importantly, these USG-GOM collaborations are within the broader context of the other donor assistance provided to Mozambique, not only for HIV/AIDS but more generally to sustain Mozambique's success in economic growth and poverty reduction.

The fight against HIV/AIDS in Mozambique is a multisectoral effort headed by the NAC and the Ministry of Health (MOH). The NAC is a cross-sectoral council, headed by the Prime Minister and Minister of Health. Its membership includes other ministers and representatives of civil society. The NAC has an Executive Secretariat with both a central headquarters and decentralized units in each of Mozambique's provinces. The NAC Secretariat is mandated to lead the national response, mobilize and coordinate partners and resources, and monitor and report on progress and challenges. The HIV Donor Partners Forum brings together bilateral and multilateral donor agencies as well as representatives of key NGO groups, to exchange information, coordinate support, and provide an efficient forum for multi-agency dialogue with NAC on policies and programs related to the national response to HIV/AIDS. The MOH has the lead in all clinical aspects of the national response and receives substantial technical assistance, training and commodity support from PEPFAR. Other donors contribute to a Sector-Wide Approach in Health, with which the USG also coordinates in order to support the national strategy for scale-up of comprehensive HIV/AIDS/STI care and treatment services. Another important Emergency Plan counterpart agency is the Ministry of Women and Social Action, which leads national activities directed at orphans and vulnerable children (OVC), vulnerable women, families affected by HIV/AIDS, the elderly, the disabled, and drug addicts.

Supervisory Controls

The Program Specialist is supervised by the HIV/AIDS Team Leader. As the team's recognized authority in program planning and the analysis and evaluation of programs and issues, the employee is subject only to administrative, technical, and policy guidance concerning overall priorities and objectives. This guidance typically comes from the Supervisory Program Officer (Program Office Chief) and the HIV/AIDS Team Leader, but may also be provided by the Mission Director and various technical experts on the team as appropriate. Determination of the professional or technical methods to be used may be left completely to the discretion of the incumbent, but typically these decisions will involve the close collaboration of all or some of the team members and the Mission Program Office. The employee is typically delegated responsibility and authority to lead the team's efforts in planning, scheduling, and implementing major initiatives concerned with program planning (strategic and budget planning); managing and tracking funds as they are committed and expended; and in monitoring, analyzing, and evaluating programs or organizational effectiveness. Work results are usually reviewed only for attainment of objectives and conformance with policy objectives, PEPFAR goals, and Agency regulations. The Program Specialist will also analyze information provided by other USG agencies, clear documentation drafted with or by other USG agencies, oversee the dissemination of PEPFAR guidance and information among agencies, and play a lead role with other USG agencies in managing reporting and other documentation systems. In addition, the Program Specialist will supervise a full-time assistant program specialist.

Guidance for the position is available from the Office of the Global AIDS Coordinator in the Department of State (OGAC), which directs PEPFAR; from the PEPFAR U.S. Mission to Mozambique Five-Year Strategic Plan; annual PEPFAR Country Operational Plan (COP) guidance; PEPFAR annual and semi-annual report progress; the USAID/Mozambique Country Strategic Plan or the approved USG Country Assistance Strategy; other Mission program and activity documentation relating to HIV/AIDS and other relevant sectors, the USAID Automated Directives System (ADS), Mission orders, USAID worldwide and regional policies and guidelines, USAID and Federal procurement regulations and bulletins, and Congressional legislation.

Duties and Responsibilities

The Program Specialist serves as the HIV/AIDS Team subject matter expert for PEPFAR and USAID program planning (both strategy and budget), policy, implementation documentation, and reporting

requirements, all of which requires the incumbent to have superior knowledge and understanding of PEPFAR guidance and directives, development principles and approaches, principles of acquisition and assistance, host country requirements, host government priorities, as well as situational assessment and interpretation skills, expertise in operating data bases and financial spreadsheets, timely decision making ability, extensive judgment in planning and carrying out tasks, and strong interpersonal, organizational and team-building skills. The incumbent is expected to be well-versed in PEPFAR and USAID policy and requirements regarding all aspects of strategic planning, budget formulation, monitoring, evaluation, and policy dialogue.

Program Planning and Reporting

50%

Coordinates and contributes substantively to HIV/AIDS Team program planning and implementation to ensure that all program documentation needed to fulfill requirements and pass audit inspection is developed and maintained. This will include analyzing and providing guidance to the HIV/AIDS Team on what kinds of documentation are required based on regulations, requests/guidance from S/GAC and USAID/W, ADS guidance, any other relevant guidance, and the experience of previous audits, across USAID/Mozambique programs, USAID HIV/AIDS and health programs worldwide, and other PEPFAR programs.

As a development and program specialist, advises the Team Leader, Program Office, and Mission management on consistency with USG regulations and policies, application of best practices, and coherence with government and donor objectives of PEPFAR program documents, studies, proposals, and evaluations. The Program Specialist provides advice and analyses to the Team Leader and Mission management, including to the Mission Director, through written correspondence and oral presentations.

Ensures that documentation of USG HIV/AIDS activities in Mozambique is prepared and submitted in a timely fashion to OGAC and USAID/Washington, with adequate time for the HIV/AIDS Team, Mission and PEPFAR Working Group review and clearance. The Program Specialist supports the Team and other agencies in ensuring that annual PEPFAR Country Operational Plans are developed and submitted on time, approved, and updated. The Program Specialist oversees the maintenance and filing of all program documents by the HIV/AIDS Team and secretary. With input from other HIV/AIDS Team members and implementing partners, the Program Specialist compiles PEPFAR Annual and Semi-Annual reports and works with the team's Project Development Officer from the Mission's Program Office to compile information for and prepare any supplementary information needed for USAID/Mozambique's annual reporting to USAID/Washington. The Program Specialist also provides information needed by the Government of Mozambique and other donor agencies on PEPFAR and USAID activities; and maintains summary information regarding other donor HIV/AIDS programs.

Performance Monitoring and Results Tracking

20%

The Program Specialist leads the development and oversight of the HIV/AIDS Team Performance Monitoring Plan (PMP), with technical input from technical specialists on the HIV/AIDS team. This responsibility entails (but is not limited to): coordinating with the Mission's Program Office, USAID/Washington, OGAC, CDC, and the PEPFAR M&E Corps staff on required data and indicators; leading Mission technical outreach with grantee and contractor partners regarding required and requested program monitoring and reporting; collecting, managing, and analyzing data and information related the PEPFAR and USAID HIV/AIDS activities; providing guidance and collaborating with other PEPFAR Interagency Working Group and HIV/AIDS Team members on reporting, monitoring and evaluation tasks and other strategic information actions within their technical areas; coordinating these efforts with other Mission technical teams and the Mission Evaluation Officer in the Program Office; serving as activity manager or CTO for M&E contracts, as needed; and organizing the Team's contributions to the Mission's reporting and PEPFAR reporting requirements and ensuring that these reports are entered into the respective databases correctly, consistently and on time. Successful performance of these responsibilities depends upon establishing and maintaining collaborative working relationships with a wide range of partners and stakeholders at both technical and policy levels in order to obtain and interpret the information needed for performance measurement and results tracking.

Budget Tracking and Analysis**15%**

Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs for one or more future budget years of PEPFAR funding and tracking use of funds. Provides Mission management, Program Office, and the HIV/AIDS Team with procedural and regulatory guidance concerning availability of or limitations on the use of PEPFAR funds. Coordinates with the Mission's Budget Officer (located in the Program Office) in the development and oversight of automated systems for tracking the principal budgetary processes including OYB levels, allowances, obligations, Congressional Notifications, earmarks/directives, and mortgages, and modifies those systems throughout the year to track budgetary information needed by the Team Leader, Mission Director, and PEPFAR Working Group. Monitor and support USAID obligations, commitments, expenditures, and results against targets. Develops MAARDs for staffing and management funds in line with the Missions Cost of Operations Budget (allocation of costs) and tracks commitment and expenditure of these funds. Ensures that the budget system is effectively utilized as an evaluating tool in measuring program performance and effectiveness.

Coordination of Senior Management Meetings**15%**

Support the Team Leader in organizing and participate substantively in meetings of the PEPFAR Interagency Working Group and meetings including USAID partners and other donors. Manage the organization of field trips and schedules for VIPs, including CODELS. Oversee the preparation of briefing documents, including charts, PowerPoint presentations, success stories, and other documents as needed for both internal and external use.

Other Duties**5%**

Depending on the PEPFAR management burden, may be assigned by HIV/AIDS Team Leader to serve as activity manager for one or more activities, provide supervision or training to one or more FSN specialists, or serve in an acting capacity for the Team Leader or other Team Members.

Qualifications

The following are required qualifications:

- I.** A Masters degree in international development, social sciences, business, public health or other relevant field; relevant experience that significantly exceeds the required minimum years along with a bachelors degree in a relevant international development discipline may be considered in lieu of a Masters degree.
- II.** A minimum of seven years of relevant professional experience in international development program design, management and implementation in developing countries, including relevant experience in program budgeting, implementation documentation, acquisition and assistance documentation, and accountability systems.
- III.** Relevant training in development program budgeting, acquisition and assistance, documentation, evaluation and use of budget spreadsheets and other computer software.
- IV.** Proven ability to work collaboratively in a team environment and to proactively build consensus.
- V.** Demonstrated ability and experience in program and activity conceptualization, performance monitoring, and management of complex programs and relevant databases.
- VI.** Experience in dealing effectively and diplomatically with multiple U.S. and host country government agencies, non-governmental organizations, faith-based organizations, and the private sector.

VII.Excellent writing, statistical, computer, and interpersonal skills. Fluency in English speaking, reading and writing.

The following additional qualifications are highly desirable:

I. A thorough working knowledge of U.S. government operations, rules, regulations, procedures, policies, and programs and previous relevant working experience with the USG are highly desirable.

II. Portuguese language capability is highly desirable. In the absence of Portuguese, proficiency in Spanish or other Romance languages.

III. Knowledge of the HIV/AIDS in the context of highly generalized HIV epidemics.

Work Plan and Reporting Requirements

The Program Specialist will develop, and obtain the Team Leader's agreement with an annual performance-based work plan that lays out specific work objectives. While the incumbent will work with the maximum independence in completing agreed-upon work objectives and carrying-out his/her responsibilities, s/he will immediately inform his/her supervisor of problems and/or issues that arise that may affect the successful implementation of the Mission's HIV/AIDS programs. The incumbent's responsibilities and performance will be reviewed by the HIV/AIDS Team Leader annually.

III. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

1. BENEFITS

Employer's FICA and Medicare Contribution*
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Salary Increase
Eligibility for Worker's Compensation
Annual & Sick Leave
Shipment and Storage of Household Effects
Shipment of POV (Privately Own Vehicle)
Access to Embassy Medical Facilities, and Pouch Mail Service (in accordance with post policy)

* Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES [if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below]

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Educational Allowance (Section 270)
- (7) Educational Travel (Section 280)

- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)
- (10) Danger Pay (Section 650)
- (11) Consumables Allowance

3. SECURITY AND MEDICAL CLEARANCE

The Contractor will be required to obtain a medical clearance from State M/MED prior to service overseas. Also, a temporary security clearance must be initiated prior to travel to post of duty. Until a final adjudication of a secret clearance is received, the contractor shall:

- have no access to classified or administratively controlled materials,
- travel to post by himself/herself only, and
- be authorized no entitlements other than those normally authorized for short-term (less than a year) employees at post.

If the contractor fails to receive a secret clearance, the contract will be immediately terminated.

4. FEDERAL TAXES

USPSCs are not exempt from payment of any Federal Income taxes under the foreign earned income exclusion.

5. LIST OF REQUIRED FORMS FOR USPSCs

1. Application for Federal Employment (SF-171) or Optional Application for Federal Employment (OF-612) Applicants shall sign the application form. Unsigned OF-612 or SF-171 forms shall not be accepted and therefore applicants shall not be considered for the advertise position.
2. Contractor Physical Examination (DS-1843 and DS-1622) **
3. Questionnaire for National Security Positions (SF-86) **, or
4. Questionnaire for Non-Sensitive Positions (SF-85) **
5. Finger Print Card (FD-258) (available from the requirement office) **

Note:

**** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position. Forms 1 through 4 can found at:**

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html

6. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) & CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website, http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBs apply to this contract.

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
CIB 01-10	Revision of medical clearance process – PSC with U.S. Citizens
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs

CIB 01-05	Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs)
CIB 00-08	Revision of Competitive Process – PSCs with U.S. Citizens
CIB 00-03	FICA & Medicare Tax Rates for Personal Services Contracts
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-16	Annual Salary Increase for USPSCs
CIB 98-14	Change in Required Application Form for USPSCs
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-17	PSC's with U.S. Citizens or U.S. resident aliens
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors
CIB 93-17	Financial Disclosure requirements under a Personal Services Contract
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. INSTRUCTIONS TO APPLICANTS

Qualified applicants are requested to submit complete and hand-signed application for Federal Employment (SF-171) available at the USAID website, http://www.info.usaid.gov/procurement_bus_opp/procurement/forms, or complete and hand-signed Optional Application for Federal Employment (OF-612) and a Resume containing the following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- 3) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- 4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates

and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

- 5) Applicants are required to provide three references with complete contact information, including E-mail address and telephone numbers.

Interested candidates should send the above via the fax, email, international mail, international courier or Department of State official mail to the attention of the Executive Officer, Tom Ray, at the addresses indicated below. Please note that attachments to e-mail applications in zip format can not be received to this mailbox. Please make sure that you do not send any attachments in zip format. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and in the subject line of any cover letter. If the application is submitted by email or fax, hard copy must be submitted by mail.

Applications must be received by fax, E-mail or separate post by closing date and time specified in the cover letter of this solicitation and should be submitted to Ms. Tom Ray on E-mail: mz_recruiter917@usaid.gov, via fax at 00258-21-352130 or at the following addresses:

If sent by international mail:
USAID/Maputo
P.O. Box 783
Maputo, Mozambique
Attention: Tom Ray,
Executive Officer

If sent via courier to:
USAID/Maputo
JAT Complex, 3rd Floor
Rua 1231, No. 41
Bairro Central "C"
Attention: Tom Ray,
Executive Officer

If sent from the U.S.*:
USAID/Maputo
Department of State
2330 Maputo Place
U.S. Department of State
Washington, D.C 20521
Attention: Tom Ray,
Executive Officer

*Please note that delivery times for the Department of State official pouch can vary, allow at least two weeks. USAID/Mozambique can not be responsible for any delays in delivery through the official pouch.

**EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF HIV/AIDS STATUS**